

**Minutes of the Parish Council Meeting
Held on 8th July 2024 at 7.30pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anil Mishra (AM). Bethan Candlin (BC), Prisana Ramarathnam (PR).
Graham Smith (Clerk).

1. Apologies for Absence

Apology received from Cllrs Anthony Hyde (AH) (Chair), Srinivasa Boinapally (SB).

In the absence of both Chair and Vice Chair Cllr Ramarathnam was elected to become Chair for the meeting.

2. Evacuation Procedures

(PR) described evacuation procedures.

3. Declaration of Interests

None

4. Public Participation

One members of the public attended to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 17th of June had been circulated with the agenda papers and Cllrs agreed that they were an accurate representation of the meeting. (PR) proposed to adopt the minutes of the Parish Council meeting dated 17th June, (BC) seconded and all Cllrs accepted minutes as presented.

24.020 Resolved: The minutes of the Parish Council meeting held on Monday 17th June 2024 were accepted as accurate and to be signed by the Chair (AH).

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was not attendance, nor an apology given.

7. Finance-

To review May Finance report & reconciliation.

(Clerk) presented with the agenda packs the May Finance report and reconciliation

(BC) proposed to accept the May finance report and reconciliation. (AM) seconded and all Cllrs unanimously agreed.

24.021 Resolved: Finance report and reconciliation for May 24 was accepted.

To review councillor responsibilities

(Clerk) informed Cllrs that despite (SB) declaring to authorise the previous payments this had not occurred, and payments were made late. Further late payments were made to (Clerk) salary which was in breach of terms of contact. It was emphasised that this was particularly worrying as payments were due to HMRC and Pensions who would be less tolerant of late payments.

(Clerk) had investigated further with Unity Trust Bank and despite setting all Cllrs up as signatories only two had followed this through by providing the bank with required information. It was emphasised that Cllrs have a duty to ensure that the council operates its finances responsibly and therefore must ensure that information is provided to the bank as originally requested by the bank when the Council was set up.

Both (AM) and (PR) declared that they would initiate this immediately and without fail.

240708: Action 001 – To obtain approval to authorise from Unity Trust Bank.

Action to (AM & PR)

To approve (KO) signatory mandate

(Clerk) had set (KO) as new councillor to become a signatory and all relevant information had been submitted as requested by the bank. A mandate form was to be signed in line with bank policy.

8. To consider grant application – Citizen’s Advice South Glos.

This item was C/F from previous minutes. As (AH) was not available to brief Cllrs as discussed (BC) proposed that the Grant Payment be made as submitted within the application document. It was felt that CAB provide a valuable service and the amount requested is directly proportional to the residents of the Parish that have used the service over the past year. (AM) seconded the proposal and Cllrs agreed.

24.022 Resolved: The Parish Council approve the Grant Request of £1480 payable to CAB.

9. To consider community infrastructure in readiness for winter

(Clerk) had received correspondence relating to the installation of a Salt Box at Shubb Leaze, Cheswick. The area had been inspected and it was queried where the public area held an incline to warrant a salt box. Cllrs requested that the matter be re-visited with the resident for a clearer explanation of his concerns. It was noted that no further requests had been received relating to the installation of salt boxes although there may be areas which warrant the action.

240708: Action 002 – To seek clarification from resident

Action to (Clerk)

(Clerk) reminded Cllrs that a significant amount of CIL money remained available for infrastructure projects, and it was agreed that Christmas Lights for the Parish would be reviewed at this meeting. (BC) recommended that the entrance to Cheswick Village at Longdown Avenue be considered. (PR) suggested that an area at Scholars Chase should also be considered. Both Cllrs agreed to inspect the posts for use for (Clerk) to liaise with SGC. (BC) agreed to investigate options and availability of additional lights and provide costs to (Clerk).

240708: Action 003 – To propose positioning and post references for the installation of lights for Christmas 2024.

Action to (BC & PR)

240708: Action 004 – To review availability and costs of lights for Christmas 2024.

Action to (BC & PR)

(Clerk) informed Cllrs that several residents at community meetings had requested that Cllrs consider the installation of benches along the walkway at Longdown Avenue. Cllrs had surveyed the area and agreed that this be investigated and costed.

240708: Action 005 – To investigate installation process and costs of benches at Longdown Avenue

Action to (Clerk)

10. To consider attendance & requirement for August meeting

(Clerk) had expressed concerns that due to holidays in August and the lack of attendance at many meetings whether this would be quorate. (AM) and (PR) both stated that they would be unavailable in August and as no other Cllrs were present to assess availability (BC) proposed the August meeting to be cancelled. (AM) seconded and Cllrs agreed.

24.023 Resolved: The Parish Council August meeting will not take place.

**11. To consider Community Engagement Forum - 9th July
Community Engagement BTP 22nd July**

(Clerk) had previously distributed information relating to the community engagement forum on the 9th July and apologised that he would be unable to attend due to family commitments. (AH) informed Clerk that he would endeavour to attend if he felt better. Both (AM) & (PR) would be unable to attend.

(Clerk) informed Cllrs that the next Parish Council community engagement would take place in conjunction with the Boston Tea Party event at 3.30 on 22nd July. Both (Clerk) and (AM) were able to attend. During the event a charitable raffle will take place and a donation to this was agreed by Cllrs. (BC) proposed a payment of £150 be made with the condition that it is advertised to the community that the PC made the contribution. (PR) seconded.

24.023 Resolved: S137 community grant of £150 will be presented toward BTP charity raffle.

12. Consider Purchase of Cllrs Laptops

B/F from previous meeting and as (AP) is unavailable this will be C/F to next meeting

13. Authorisation of Payments

13a Payments authorised by (BC) & Further signatory to be made out of meeting.

Details	Ref.	£
Clerk Expense	B/P 050	130.04
Internal Audit	B/P051	408.00
Clerk – Tax & Ni Payments 1 st Quarter	B/P 052	818.01
Total Receipts		£1,226.01

13b Payment out of meeting authorised by (AH) & (BC) 30th June

Details	Ref.	£
Clerk Salary - June	B/P 049	878.29
Total Receipts		£878.29

24.024 Resolved: Payments presented to the PC meeting on 8th July 2024 were accepted.

14. Correspondence

(Clerk) reported that an email had just been received relating to poor and unsafe driving habits outside Wallscourt Farm Academy at pick up and drop off times. (Cllrs) requested that (Clerk) pursue the issue with (AP) (SGC) and seek an update relating to the proposed Zebra Crossing. (Clerk) advised that the local beat officer should also be aware and would make contact.

15. Website

Cllrs requested that (Clerk) update the website relating to the community event at BTP where Cllrs would be present.

16. To consider any matters for next meeting.

(Cllrs) requested that (Clerk) place on the agenda for next meeting a review of winter infrastructure, to consider a grant aid application made for a Dwali event and to bring forward consideration for Councillor Lap-tops.

17. Planning Items for review and consideration

P24/01573/HH	41 Jekyll Close, BS16 1UX	Conversion of existing garage to form additional living accom
P24/00247/F	5 Thomas Way BS16 1WT	Change of use from dwellinghouse to 7 no. bedroom house of multiple occupation for up to 7 occupants. REFUSED
P24/01144/TRE	Land Off Wright Way Stoke Gifford South Gloucestershire BS16 1WE	Tree works covered by TPO 1998 APPROVED
P24/01055/ADV	Starbucks Unit 100B 100 C Bristol Business Park	Display of 2no. internally illuminated fascia signs and 1no.internally illuminated hanging sign. APPROVED

Relating to P24/01573/HH councillors requested that (Clerk) submit onto the planning portal that SGC ensure that parking provision policy as adhered to when considering the application.

Meeting Closed 20.45PM

The next Council Meeting – 9th September 2024. (Stoke Gifford Retirement Village)